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Social Science Division

Division Minutes

8-16-2012

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*******APPROVED*******
(9-10-12)
Social Science Division Meeting
August 16, 2012
10:00 a.m.
Imholte Hall, Room 109

Faculty in Attendance: Leslie Meek (Chair), Oscar Baldelomar, Joe Beaver, Nickolas Benesh, Cyrus, Bina, Kent Blansett, Ed Brands, Sheri Breen, Steve Burks, Michael Cheyne, Donna Chollett, Rebecca Dean, Jennifer Deane, Clayton Forester, Farah Gilanshah, Steve Gross, Hiro Imai, J. Brooks, Jessup, Tom Johnson, Arne Kildegaard, Paul, Kivi, Nick Leonard, Tim Lindberg, Ben Narvaez, Elaine Nelson, Bibhudutta Panda, Heather Peters, Roger Rose, Jennifer Rothchild, Cheryl Stewart, Dennis Stewart, Sheng Xiao, Xia Zhang.

Student Representatives in Attendance: Miles Wangenstein (History), Zach Johnson (Anthropology/Sociology), Elizabeth Pappenfus (Psychology).

Faculty Excused Absences:

Solomon Gashaw, Jeff Ratliff-Crain, Roland Guyotte, Seung-Ho Joo

Faculty on Leave:

Marynel Ryan Van Zee

I. Welcome and Introductions

Division Chair Leslie Meek called the meeting to order. She welcomed Eleanor Beaver to her first Division meeting and asked Cyrus to share why today was such a good day for him (2 books completed).

She welcomed and introduced new faculty. New faculty members are: Oscar Baldelomar (Psychology), Nick Benesh (Psychology), Mike Cheyne (Pre-doc teaching one History course), Clay Forester (Management), Paul Kivi (Economics), Tim Lindberg (Political Science), Ben Narvaez (History/LAAS), Bibhudutta Panda (Economics).

It was suggested that we all introduce ourselves, so returning faculty and the new student representatives all introduced themselves. New student representatives are: Zach Johnson (Anthropology/Sociology), Ann Austin (Economics/Management), Miles Wangenstein (History), Jesse Carlson (Political Science), Elizabeth Pappenfus (Psychology).

II. Division Announcements/Updates

1. Chair Meek thanked the Division for being helpful and understanding last year during her first year as Division Chair. Special thanks also to the office staff. She announced she would only be Division Chair for one term, so in 3.5 years, a new one would be selected.

2. Division Kickoff/Picnic today, 4:30 P.M. at Terri's cabin. Let the Division Office know if you need a ride, or if you could give someone else a ride. Terri has sent out directions via e-mail, note that on-line map searches will not help you find it.

3. Key audit – Laura will be asking you to show her all of your UMM keys so that Jen Lund can make an all-campus key inventory.

4. Student Employment/Work Study Update:

Sharon emailed Discipline Coordinators with amounts available for TAs and other work study jobs on Monday; we did get less money this year and our decision was as follows: if you used all or most of your money last year, we kept your amount the same. If you tend (historically) not to use all your money, we cut everyone in that category evenly across the board (\$500.00 from History, Political Science and Psychology). We did not reduce the amount of money given to the Division Office, since we used all of it last year and could have used more.

5. Faculty Searches Update: Have asked for and gotten Division Chair and Dean approval for tenure track searches in Accounting and Anthropology, but the Chancellor and Vice Chancellors still need to approve. Have also asked for a one year temporary position in Political Science for next year, with hopefully a tenure track search to replace Paula going on during that year.

6. Budget Information will be given to Discipline Coordinators soon.

7. Policy on Expenses updated to include guidelines for mailings. Policy on expenses was attached to the email with the agenda.

8. Desk copies for TA's: please collect them if you plan to use the same book again. We have trouble getting multiple free copies from publishers.

9. Please keep in mind just how busy our staff will be this year, especially Terri. Loaded on top of our usual business of hiring, advisory and retention files, course scheduling, etc., we are going to have a promotion and tenure case and it is a catalog year. Neither of these are tasks which I have participated in before, and both are going to increase the load greatly on all three of our staff. Chair Meek went over the portion of the Policy on Expenses that deals with work queues in the office. She noted that faculty need to keep in mind that Division staff are not full-time during summer. Remember this when you submit something on a Friday at 4:00 P.M. and expect to have it done on Monday morning.

10. Last year we found out that many Disciplines were not aware of money that they had, either through Division allocations (this year each discipline got \$500.00 from Division, up from \$300.00 in past years) or from other sources. Talk to Terri about how much money you have, and where it comes from. If you have endowments or gifts that are administered through Fund Development you should schedule an appointment for your discipline with Laura Thielke who can go over the rules of use for your fund, how to make your fund grow and how to make the best use your fund.

11. Reminder that you also have two other sources of Division Funds for your use:

A. Student Travel Grants (\$150 per student), (current balance = \$1450)

B. Faculty Development Fund (\$150 per faculty member) current balance = \$3112, people have used them to buy books, software, computer peripherals, laser pointers, powerpoint clickers, travel reimbursement, etc.)

Bottom line, you have access to money from Faculty Development (\$150.00 each), Student Travel (\$150.00 for each student), Division Allocation (\$500.00), library allocations (LeAnn will inform disciplines, usually several thousand dollars for books, movies, etc.) and any other endowments, gifts etc. you may have. Interdisciplinary studies (Am In, GWSS and Environmental Studies) also have budgets with the Dean.

12. Four-Year Associate Review – This review is to inform those who are thinking about going up for full professor with developmental feedback from Division full professors. Three people have indicated they are interested in this review, with a possible fourth; this process would occur very early next semester (to make the March 15th deadline for the decision), since this semester is simply too busy to do it. We are also waiting for a Provost's form to be developed for use and will ask the Policy Committee to come up with a process this semester.

13. Terri is looking for a time for Discipline Coordinators to meet, so please update your Google calendars with all inflexible appointments such as classes, standing committees, etc. If you are not on Google calendars, please do so since it greatly facilitates setting up discipline meetings, search committee meetings, discipline coordinator meetings, etc. All discipline coordinators should be on Google Calendar and keeping it up to date. If you need help, contact Ramsay Bohm in Media Services.

14. Post-tenure Review Committee: In the past couple of years, we have elected a post-tenure review committee at the first fall Division meeting. We are not going to do that this year, since in reading about post-tenure review in our Division 7.12, I came across these instructions from Appendix D, page 17: "Before doing so, the dean shall independently review the file to determine that special peer review is warranted. The special peer review shall be conducted by a panel of five tenured faculty members of equal or higher rank, selected to review that individual. The faculty member under review shall have the option to appoint one member. The remaining members shall be elected by secret ballot by the tenured faculty of the unit. The members of the special review panel need not be members of the academic unit."

15. Program Review: Division Chairs and Dean deciding the schedule on August 17th. A schedule was set up previously, but we will be considering faculty absences, departures, etc. to see if the schedule should be revised.

16. Thanks to staff: Terri helped many of you find housing this year. You may not realize this, but this is not part of her job and she did it out of the kindness of her heart. Please thank her and make sure that she knows how much you appreciate what she did. This was a particularly tough year to find housing, and she really worked her contacts and creativity to find what she did.

Also, Laura and Sharon went through all of the offices for new people and cleaned and dusted and hauled out junk that had been left behind, so please be sure to thank them too.

17. We have made the decision to provide bottled water on all three floors of Imholte, since it appears to be almost impossible to find a solution to plumbing in reverse osmosis water. Chair Meek asked for volunteers to be in charge of changing the bottles when they are empty. Roger Rose volunteered for the top floor. There were no other volunteers so Chair Meek will talk to people after the meeting to obtain "volunteers". The office staff will not be responsible for this task.

Steve Burks pointed out that Camden residents may provide their own air conditioner but should consult with Lowell Rasmussen first due to wiring issues.

18. New furniture in Camden: Several faculty in Camden have been given the option to receive new furniture. Chair Meek is planning on replacing furniture for those in Camden over the next several years if faculty wish for it.

III. Campus Announcements and Updates

1. Deadlines for Faculty web page is updated and can be found at:

http://www.morris.umn.edu/services/acad_affairs/Deadlines.html

Emails are not sent out from the Dean's office or our office telling you about these deadlines, it is your responsibility to know them.

2. Alumni and Student Network Event is Sept 21: This is the second annual Networking Event and its purpose is to allow current UMM students to network with former, successful UMM students to facilitate internships, field experiences, mentoring experiences, jobs, etc. Last year's event was VERY successful and a huge service to our current students. Many SS alumni will be attending and Erin Christensen will be contacting a number of you in order to engage our students. Events can be arranged that range anywhere from a discipline-specific gathering to a campus-wide event. Work with Erin to get those set up. There will be a Division-specific gathering on Sept 21st from 11:30 - 1:00 in IH (room TBA). Each discipline should invite as many of our students as possible to come and Student Division Representatives should make sure you get ahold of students in your discipline. Chair Meek read a few of the names of attendees. One of the Social Science attendees is Dr. Punky Hepner, a psychologist who is the recipient of this year's Distinguished Alumni Award.

3. Celebration of Scholarly Accomplishments will occur on November 13th. This is a very nice way to showcase your scholarly work to the campus community. The deadline to submit the form is Sept 10th.

4. Master Advisor: Barbara Burke, Brad Deane, Jennifer Deane, Jennifer Goodnough and Barry McQuarrie have been selected to be the inaugural group. Jennifer Deane talked briefly about how she sees her role and will be willing to meet with individual disciplines.

5. Division Fall Semester Deadlines and Timetable:

As you can see our fall is going to be very much busier than last year, since we have catalog changes and a P and T case, along with our usual fall advisory and retention reviews of probationary faculty. Look at the top part of document for deadlines for the catalog and annual review of probationary faculty and P and T.

Per the Dean's instructions last spring, Social Science deadlines for course changes and program changes are already set in order to make it through Curriculum and Assembly during fall semester in a timely fashion. These are early deadlines, so disciplines should plan accordingly. We really don't have any wiggle room in these deadlines. If you don't get it done by the deadline, it won't get changed.

This year we will have 7 advisory votes, including the 2 new tenure track faculty (Baldelomar, Panda, Blansett, Jessup, Breen, Peters and Rose), 2 retention votes (Brands and Xiao), and one Promotion and Tenure case for promotion from Assistant to Associate (R. Dean).

Note that the calendar is divided into Deadlines, meetings for ALL faculty and meetings for tenured faculty. Only tenured faculty will participate in the advisory, retention and Promotion and Tenure discussions and voting.

The retention and Promotion and Tenure files will be on Netfiles only, so make sure you can access Netfiles. If you need help, ask Ramsay Bohm in Media Services. The files for the advisory votes will be hard-copy only, available in the Division Office with a sign-up sheet to check them out. They cannot leave the Division office.

IV. Approve March 28, 2012 Meeting Minutes

Bina moved to approve without any edits, Rose seconded. The minutes were approved by voice vote.

V. Elections

-Social Committee: Heather Peters was elected to the Social Committee. Tom Johnson will become Chair, since Sheng Xiao is on leave in the fall.

-Grievance Officer: Solomon Gashaw was elected.

-Division Art Board and Bulletin Board Committee: Kent Blansett and Rebecca Dean were elected.

-Division Vice Chair: Dennis Stewart will continue.

-Policy committee: Arne Kildegaard becomes Chair since he is the only returning member. Jennifer Rothchild, Jeff Ratliff-Crain and Seung-Ho Joo were elected. Rothchild will only serve 1 year of a 2 year term since she may be on sabbatical in 13-14.

There was a brief discussion of what policies might need to be formed this year and Chair Meek suggested two:

- A. A process for review of Associate Professors every four years (may be as simple as using the Provost's form, submitting that to full professors, having a discussion and then the Associate Professor gets feedback from the Chair.
- B. A policy for selecting the Vice Chair.

V. Other Announcements:

GWSS holding a showcase of scholarship. Volunteer presenters are needed.

Blansett announced the 2012 Driggs Lecture will occur on the evening of Tuesday, September 25, 2012. The speaker will be Dr. Sterling Evans. Dr. Evans is the Louise Welsh Chair of Oklahoma, Southern Plains, and Borderlands History, at the University of Oklahoma Professor. Dr. Evan's lecture will focus on NAFTA bridging both environmental and American Indian history. The title of his presentation is "Nothing New about NAFTA: Connecting the Northern Plains (and Minnesota) to a Greater North American History." Expect more updates about this event in the near future.

R. Dean announced a visiting Anthropology speaker on October 9th. Rebecca's IC course this fall involves reading science fiction and fantasy novels (in an anthropological context). One of the authors they are reading, Lois McMaster Bujold, is a NYTimes best-selling author, and lives in the Twin Cities. Ms. Bujold has accepted an invitation to give a talk on October 9, and attend Rebecca's class on October 10. There will be opportunities for students and faculty to meet her at a reception and dinner. More details will be available once finalized.

The meeting was adjourned at 10:55 A.M.